# Safeguards and Security Charter

## Background

The fundamental principle of effective Safeguards and Security management is measuring and evaluating performance against an approved set of requirements. The application of Safeguards and Security begins at project conception and continues through design, development, construction, fabrication, operation, and decommissioning. Safeguards and Security can affect project cost, effectiveness, safety, and operations. There is a recognized need to achieve a level of protection and performance necessary to fulfill program objectives; provide reliability and continuity of operations commensurate with DOE responsibility for the protection of personnel, the environment, and property. Safeguards and Security is mandated through the promulgation of DOE O 470.4, *Safeguards and Security Program,* and 42 U.S. Code 7101 to 7386k, which establishes DOE and its basic authorities and responsibilities, including the responsibility of the Secretary for developing and promulgating DOE security policies (42 U.S.C. 7144a).

## Purpose

The purpose of this Guide is to provide safeguards and security advice to Federal Project Directors and Federal Program Managers in identifying and implementing key safeguards and security components of their projects and integrating safeguard and security consideration into each Acquisition Management Phase (Initiation, Definition, Execution and Transition/Closeout).

## Scope

This Guide addresses the implementation steps for achieving safeguards and security systems that support the Department's protection objectives. It provides a logical process for the implementation of accepted safeguards and security principles, which are translated into system requirements and configuration with an auditable cost and schedule; from project/program initiation through the transition/closeout phases.

## Key Interfaces and Dependencies

This Guide is intended to be utilized in conjunction with DOE Order 413.3A, DOE Order 470.4 and associated DOE M 470.4 series of Manuals, and 42 U.S.C. 7101 to 7385k and 42 U.S.C. 7144a. As such, it will be necessary to interface with various DOE and other Federal Department and Agency and civilian organizations. These may include the Department of Defense, Underwriters Laboratories and GSA Federal Real Property Council, Nuclear Regulatory Commission, Office of Science, Office of the Director, Defense Nuclear Security, NNSA; Office of Energy, Science and Environment; Office of Chief Information Officer, Office of General Counsel, EFCOG participating organizations, and DOE Field activities.

## Team Membership, Roles & Estimated Resources

The Team is composed of persons from Department of Energy and its contractors as well as Energy Facilities Contractors Group (EFCOG) and other selected Federal Agencies.

| Team Member | Organization | Time Commitments |
|---|---|---|
| Andrew Lawrence (Sponsor) | HSS | |
| Debarah Holmer (Lead) | HS-71 | 0.125 FTE |
| Guy McDowell | HS-81 | 0.125 FTE thru May 07<br>0.05 thru Oct 07 |
| Judy Johns | EFCOG | 0.125 FTE thru May 07<br>0.05 thru Oct 07 |
| Obie Amacher | EFCOG | 0.125 FTE thru May 07<br>0.05 thru Oct 07 |
| Chuck Amazeen | HS-71 | 0.125 FTE thru May 07<br>0.05 thru Oct 07 |
| Jimmie Mulkey (EFCOG Team Representative) | EFCOG | 0.125 FTE thru May 07<br>0.05 thru Oct 07 |
| Robert R. Lowrie (DOE-STD-1189 team) | WSMS | 0.125 FTE thru May 07<br>0.05 thru Oct 07 |

## Schedule

This guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval) and published by **October, 2007**. A detailed schedule (plan of action and milestones) will be updated monthly and provided to OECM.

## Charter Approvals:

**Government Guide Development Lead:**

Debarah S. Holmer — 4/26/07

**Debarah S. Holmer** — **Date**

**O 413.3A Guide Steering Committee Members:**

Catherine Y. Santana — 4-10-07

**Catherine Y. Santana** — **Date**

Jack Surash — 4/10/2007

**Jack Surash** — **Date**

Dan Lehman — 4/26/07

**Dan Lehman** — **Date**

Andrew Lawrence — 4/10/07

**Andrew Lawrence** — **Date**

for Thad Konopnicki — 4.18.07

**Thad Konopnicki** — **Date**